

Manager, Grants and Administration
Florida Philanthropic Network

Position Description
September 2023

The Organization

Florida Philanthropic Network is a statewide association of grantmakers working to strengthen philanthropy through research, education and public policy. FPN's members are private independent, corporate and family foundations, community foundations, public charity grantmakers and corporate giving programs - from Miami to Jacksonville; Naples to Pensacola - who hold over \$8 billion in assets and invest over \$600 million annually (excluding members located outside Florida) to improve the quality of life for our citizens. Our members vary widely in size, type, years of existence and program interests, but they all share a commitment to building philanthropy to build a better Florida.

To learn more about our strategic priorities, visit our website: [Florida Philanthropic Network, Inc. - Our Vision \(fpnetwork.org\)](https://www.fpnetwork.org)

Position Information

Position Title: Manager, Grants and Administration

Reports To: Vice President, Programs and Strategic Initiatives

Salary: \$55,000

Type: Full Time with Flexibility

Location: Fully remote. Must live in Florida

To Apply: Send Resume to info@fpnetwork.org

Position Summary

The Manager, Grants and Administration works directly with the VP, of Program and Strategic Initiatives as well as the President and CEO to manage and coordinate the organization's grants management process as well as administrative support as needed. This position will manage the organization's portfolio of grants, contracts, payment schedules, and reporting requirements. This position will also help to coordinate grantee meetings and convenings. This position requires you to travel to meetings and events around the state of Florida as needed.

Position Accountabilities

- Provide ownership of the grants administration process from application creation, report creation, contract management, and payment process management
- Provides support to grantees through application process and reporting process
- Manages all contracting and administrative compliance with grantees
- Manage report review process, identifying and communicating learnings and stories of impact
- Develop and review reporting requirements for grantees and communicates relevant grant reports in a timely and compelling manner
- Assist w/ production of publications (e.g., Impact Reports, Grantee Directory, Annual Report, etc.)
- Prepares grant agreements and establishes payment and reporting schedules

- Manages ongoing reporting requirement tracking and monitoring of awarded grants
- Ensures proper records are maintained in grants management software (Foundant)
- Program and Administrative support such as meeting logistics and coordination when assigned.

Qualifications

- Bachelor's Degree
- Minimum two years of experience using the software, Foundant
- Experience with database management
- Minimum of two years of non-profit experience
- Excellent administrative skills, with a preference for database management
- Excellent written and oral communication skills
- Highly proficient in computer skills including social media
- Well organized, self-starter
- Ability to work with diverse groups of people
- Demonstrated ability to work exceptionally well in a team environment

Benefits

- 11 full-day paid holidays per year
- 160 PTO hours per year, pro rated in year 1
- No cost employee - only medical coverage
- Flexible working arrangements if applicable (4 day work week)
- Fully remote working arrangement
- 6 percent match SEP Plan